

**Lebanon Board of Finance
Minutes of April 21, 2015
Regular Meeting**

Members Present: David Scata (Chairman), Liz Charron (Vice Chairman), Gregg Lafontaine, Meghan Bruce, Betsy Petrie, Phil Johnson

Alternates Present: Kevin Cwikla, Diane Malozzi

Members Absent: Ed Tytor

Others Present:

- Joyce Okonuk, First Selectman
- Linda Finelli, Board of Selectmen
- Brandon Handfield, Director, Public Works
- Veronica Calvert, Finance Director

A. Call to Order

The meeting was called to order at 7:00 PM by David Scata.

B. Minutes

1. *March 19, 2015, Special Meeting* – Liz Charron moved and Meghan Bruce seconded a motion to accept the minutes. Motion passes unanimously.
2. *March 21, 2015, Special Meeting* – Phil Johnson moved and Liz Charron seconded a motion to accept the minutes. Motion passes with Phil Johnson abstaining.
3. *March 24, 2015, Special Meeting* – Meghan Bruce moved and Phil Johnson seconded a motion to accept the minutes. Motion passes with Meghan Bruce abstaining.
4. *March 25, 2015, Special Meeting* – Phil Johnson moved and Liz Charron seconded a motion to accept the minutes. Motion passes with David Scata and Meghan Bruce abstaining.
5. *March 26, 2015, Special Meeting* – Phil Johnson moved and Liz Charron seconded a motion to accept the minutes. Motion passes unanimously.
6. *April 6, 2015, Public Hearing* – Phil Johnson moved and Meghan Bruce seconded a motion to accept the minutes. Motion passes unanimously.
7. *April 7, 2015, Special Meeting* – Liz Charron moved and Meghan Bruce seconded a motion to accept the minutes. Motion passes with Betsy Petrie abstaining.
8. *April 14, 2015, Special Meeting* – Meghan Bruce moved and Phil Johnson seconded a motion to accept the minutes. Motion passes unanimously.
9. *April 14, 2015, Special Town Meeting* – It was decided that as the Board did not call the meeting, approval of the minutes would not be required. No action taken.

C. Correspondence

No action taken as there was not any correspondence for review.

D. Public Comments

No action taken as there was not any public comments for the Board.

E. Town Monthly Reports for Fiscal Year 2014-2015 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance

Veronica walked the Board through Account 418 (Insurance) and provided context on a projected deficit for the account. Veronica explained that she and Joyce had been actively working with the CIRMA auditor on the worker's compensation audit – the deficit relates to CIRMA's inclusion of a one-time lump sum payout to the former DPW director and the increase in overtime pay for snow removal in their calculations for what the Town owes for worker's compensation insurance. The Board also reviewed the other accounts to understand potential gaps in the remainder of the year, Liz Charron made a motion to add to the agenda under "New Business" to consider and act on an approved motion by the Board on 8/19/2014 for the over expenditure of up to \$20,000 for the removal of asbestos property with funds to come from Contingency as the funds are no longer needed. Phil Johnson seconded. (Added to "New Business.") The Board also reviewed revenues, TIP/SIP, Contingency and Fund Balance without additional concerns. No action taken.

F. New Business

1. *Information for the BOF –Overruns within the Public Works Department.* Brandon Handfield provided the Board with a detailed breakout of Account 430 (Department of Public Works) and provided context on the projected deficit of \$22,000. As Brandon explained, the projected deficit can be traced to two root causes – one, approximately \$18,000 worth of adjustments were made to the operating budget based on the Town Auditor's suggestions and two, from costs associated with the Blizzard of 2015 and snow removal (including, but not limited to, truck rescues, truck repairs, fuel costs and supplies). Brandon and Joyce explained that they have submitted \$86,000 worth of direct costs from the Blizzard of 2015 to FEMA for re-imbursement, but funds may not arrive in FY 2014-2015. The Board then discussed if funds from the current Emergency Management fund (Fund 228) should be applied to the projected deficit as they were attributed to a direct emergency, as declared by FEMA. Betsy Petrie made a motion to transfer \$25,000 from Fund 228 (Emergency Management) to Account 430 (Department of Public Works) to cover direct expenses related to the February 2015 Blizzard as designated by FEMA. Motion seconded by Phil Johnson. The Board continued the discussion on the motion, including discussion on the amount to be transferred between the two accounts/funds. After further discussion, the Board decided that it would be best to have Joyce and Brandon review the FEMA submission and break out the costs between Account 430 and Account 433 (Snow Removal). Betsy Petrie withdrew her motion. No action taken.
2. *Discuss audit findings and negative fund balances.* The Board reviewed the section in the town audit related to deficit fund accounts. The Board reviewed the noted funds with deficits as of 6/30/2014 and discussed with Veronica which funds had activity in

the last few months since the end of the previous FY. The Board decided that it would not take any action on the funds at the meeting, and requested Veronica to look at the accounting system and see which funds had activity. David Scata will also follow-up with the commissions/boards who own the funds and understand the current status of the funds to determine which can be closed. The Board also reviewed the auditor's findings and decided that further actions (like investigating bank account consolidations) would be taken up during the July 2015 regular meeting. No action taken.

3. *Discuss presentation of budget at annual town meeting.* It was decided that Liz Charron and Meghan Bruce would develop a one-page handout to be used at Town Meeting. No action taken.
4. *Discuss feedback on budget process this year.* David Scata thanked the Board for the help and taking on leadership roles through the budget cycle. The Board discussed the calendar and commented positively on the Saturday AM meetings. One suggestion was to have a moderator at the Public Hearing. The Board decided that meetings should be held at Town Hall as much as possible. It was also recommended that the budget season calendar start to be drafted in early Fall; the Board will take this up during the regular July meeting. No action taken.
5. *Consider and act on an approved motion by the Board on 8/19/2014 for the over expenditure of up to \$20,000 for the removal of asbestos property with funds to come from Contingency as the funds are no longer needed.* Liz Charron moved and Meghan Bruce seconded a motion to reverse the authorization for over expenditure of up to \$20,000 for the removal of asbestos property. Motion passes with Betsy Petrie abstaining.

G. Adjourn

Meghan Bruce moved and Phil Johnson seconded a motion to adjourn at 8:40 PM. Motion passes unanimously.

Respectfully Submitted,
Meghan Bruce
Secretary